



Minutes

gateway Executive Committee - Steering Committee

August 10, 2005

Attendees: Ellen Watson, Jeff Kapp, Andrew Wimmer, Austin Winkleman, Barb Coleman, Keith Hacke, Bobbi Kysar, Julie Weissman, Laurinda Smith, Austin Winkleman, Paul Jackson, Phil Lyons, Lee McDurmott, Steve Miller, Julie Weissman, Elizabeth Winchester

Absent: Ellen Harshman, Donna Dorl-Adams, Chris Cannon, Kathy Singer, Steve Dina, Jeanne Donnelly, Greg Haney, Robert Heaney, Kathryn Hundman, Sandy Pritt, Paul Schnabel, Jim Weldon, Andrew Wimmer

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • UMG Update – Keith Hacke
Review minutes from July 27, 2005	<ul style="list-style-type: none"> • The July 27, 2005 minutes were approved.
Overall Project Update – Ellen Harshman/Donna Dorl-Adams	<ul style="list-style-type: none"> • Ellen Watson asked for a status on John Harris’s condition. Jeff Kapp reported that Friday, August 5, 2005 John experienced chest pains and was taken to the hospital, he is doing fine and has taken this week off to recuperate. Ellen Watson explained that the situation with John really drove home the need to work on the risk assessment particularly where we are only 1 deep in key areas. Jeff Kapp added that this is true for all functional areas as well and is not solely an ITS concern. Ellen Watson reported that Ellen Harshman was not on campus this week so she would be chairing the meeting.
Student Update – Laurinda Smith	<ul style="list-style-type: none"> • Laurinda Smith distributed a Student status report which included the go live status and milestones that have been accomplished recently.
Alumni – Chris Cannon	<ul style="list-style-type: none"> • An alumni status was not presented because Chris Cannon was attending a conference off campus.
Financial Aid – Sandy Pritt	<ul style="list-style-type: none"> • Laurinda Smith reported that reimbursements are in progress and that the department is reorganizing.
HR/Payroll – Bobbi Kysar	<ul style="list-style-type: none"> • Bobbi Kysar reported that they have been experiencing an issue with department email lists and they have stopped using them until the problem is corrected. The department email lists randomly attach users who are not on the distribution list to the outgoing email. An ITS resource is working on resolving this issue.

Topic	Discussion
	<ul style="list-style-type: none"> • The ODS committee met Friday, August 5, 2005 and made progress in defining roles and assigned domains for each section of banner and identified the developer responsible for each domain. • Barb Coleman and Bobbi Kysar discussed email account creation in terms of HR and agreed on a process to create Banner accounts for new employees and faculty. Faculty emails may be created once HR receives a signed copy of their contract.
Finance – Greg Haney	<ul style="list-style-type: none"> • Keith Hacke reported that he and Jeff Kapp met with Budget & Planning representative and Jeff will provide an update in his status report.
Luminis – Andrew Wimmer	<ul style="list-style-type: none"> • Keith Hacke reported that a project planning session would be held soon to develop a schedule and assign resources.
Banner Issues – Jeff Kapp	<ul style="list-style-type: none"> • Jeff Kapp reported that he and Keith Hacke meet with Dan Hitchell and Gary Whitworth from Budget and Planning; they reviewed the Salary Planner implementation and discussed items that may be helpful to the entire group in regards to developing a post implementation plan. Some of the items discussed were access to SCT past the project completion date, improvement of processes, documentation, continued training and gaining a better understanding of the system. • Jeff met with accounts payable on Tuesday, August 10, 2005 and they presented a list of requests, accounts payable has experienced some key turn over and the new employees need an overview of the system and a process review. • There was a request to refresh EVAL and this will be accomplished after ODS has been loaded a target date of August 16, 2005 has been set. This weekend INB Banner and Self Serve will be down from 12:00 p.m. to 8:00 p.m. for system maintenance.
Data Integrity Update – Laurinda Smith	<ul style="list-style-type: none"> • Jeff Kapp reported that the group met on August 8, 2005 and they defined the actions they are taking on duplicate PIDM's and decision-making; they have encouraged some new representatives to attend and have also encouraged established members to attend the meetings on a regular basis. The meeting notes will be distributed to the Steering Committee via email by Friday, August 12, 2005.
Data Warehouse Task Force – Jeff Kapp	<ul style="list-style-type: none"> • Jeff Kapp reported that the group is meeting directly after Steering Committee today, they will be developing a schedule to bring the ODS system live.
UMG – Keith Hacke	<ul style="list-style-type: none"> • Keith Hacke met with Jeff Mossoff to review UMG Banner issues and recommended a member of his staff get involved with the Steering Committee. Jeff Mossoff recommended Mary Souris, Director of Finance and the new Executive Director of Clinical Operations when this position is filled. A discussion centered on the number of representatives recommended and a decision that only one would have full Steering Committee privileges was made. Paul Jackson made a motion to accept Mary Souris as a member of the Steering Committee, Austin Winkleman seconded the motion, Ellen Watson put the motion to a vote and it was unanimously approved. Ellen Watson and Ellen Harshman will formally invited Mary to the meetings.

Topic	Discussion
SCT Status – Keith Hacke	<ul style="list-style-type: none"> Keith Hacke reported that we have a number of outstanding issues with SCT and he is meeting with Keith Weaver our SCT Account Rep tomorrow, August 11, 2005. Discussion items include the registration “looping” problem, responsiveness to our requests, training, preparations and big picture items. Keith suggested we develop a master yearly calendar of events, such as year-end processing, so that we can put milestones in place and provide consistent support. A number of concerns were voiced regarding lack of continuity, lack of expertise both with the system and with processes and lack of representation in the gateway project so business and finance concerns are heard and dealt with. Ellen Watson will meet with Bob Woodruff regarding business and finance concerns.
Items to refer to Executive Committee –August 17, 2005	<ul style="list-style-type: none"> There were no items to refer to Exec Committee.